



Child First Administrative Specialist

Child First, Inc. National Program Office

About Child First

Child First (CF) is an evidence-based, two-generation intervention that works with very vulnerable young children (prenatal through age 5) and their families, providing intensive, home-based services to decrease the incidence of serious mental health problems, developmental and learning disabilities, and abuse and neglect. The Child First model is informed by research which clearly demonstrates that early experiences and relationships play a vital role in early brain development. When young children grow up in environments where there is violence, neglect, mental illness, or substance abuse, the stress can be toxic to young children's developing brains. Child First helps parents to protect and heal their children from traumatic stress by ensuring that the parent-child relationships are loving, safe, and strong. Child First provides (1) a psychotherapeutic, dyadic intervention to strengthen the parent-child relationship, and (2) care coordination to connect the family to needed services and supports. The model has strong evidence, including a randomized controlled trial, demonstrating the effectiveness of this intervention.

Child First has been designated by the U.S. Department of Health and Human Services (HHS) as one of the evidence-based home visiting models under the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program. Since 2010 Child First has built a statewide Network of 14 affiliate agencies in Connecticut and recently has expanded to Florida and North Carolina. The Child First National Program Office (CF NPO), located in Trumbull, Connecticut oversees and supports the Child First Network of affiliates across the country.

Summary of Position

The Child First Administrative Specialist is a new position at the National Program Office reporting to the Office Manager. This full time position provides a highly motivated and detail oriented professional an opportunity to contribute to a rapidly growing organization staffed with highly committed professionals. This person will support two key areas in the National Program Office: (1) the Data and Quality Enhancement Department and (2) National Clinical and Training Department. As a full time position, the Administrative Specialist is entitled to full benefits including health insurance and paid vacation.

Key Job Responsibilities

Data and Quality Enhancement Department

Maintain a catalogue of all data variables in the Child First electronic record.

- Gain a basic understanding of the Child First data system (a CareLogic SaaS platform with Child First customization) in order to navigate through the system as needed.
- Develop and maintain a comprehensive spreadsheet detailing every data variable included in the client record.
- Receive change requests from affiliates and conduct preliminary research of data components using data catalogue
- Run reports on a scheduled basis and disseminate appropriately.

Support Affiliate use of the Metrics Database

- Organize monthly submissions from the sites into a report for review by the NPO Quality Enhancement Team.
- Use Excel to calculate and populate data gaps based on data from the Metrics database.

- Create reports, including graphs and other visual aids, for use and review by NPO, affiliates and funders.
- Ensure that reporting deadlines are met by both Child First affiliates and the NPO; follow-up as needed.
- Assist Director of Data and Quality Enhancement in the identification of data trends and/or errors.

Support Affiliate use of the Assessment Scoring Database

- Communicate with the Child First Research & Evaluation (R&E) Team as needed to address any issues associated with affiliate use of the Assessment Scoring Database.
- Create reports using data analysis from the Child First R&E Team.
- Assist Director of Data and Quality Enhancement in the identification of data trends and/or errors.

Training and Clinical Department

- Format and proof Training Materials.
- Track and assist with purchasing of Training Materials.
- Keep Shared Dropbox folders updated with the most recent versions of materials.
- Maintain Child First Roster and Track training attendance.
- Assist as needed with Clinical Director's meetings.
- Assist with all phases of training.
- Create and track Training Evaluations.
- Compile Training data for Accreditation.
- Other duties and responsibilities as requested by the NPO leadership.

Experience, Skills and Qualifications

- Advanced skills in the use of Excel, including formulas, conditional formatting, graphs, and pivot tables.
- Demonstrated experience in improving or creating efficient data processes & procedures
- Proficient in Microsoft Office, including Word, PowerPoint, as well as Go To Meeting.
- Bachelor's Degree required, preferably in the field of research or social science
- Strong writing skills
- Organized, analytical, detail-oriented, and thorough
- Excellent interpersonal skills and ability to work as a member of multiple teams
- Self-motivated, strong sense of ownership and accountability, results-oriented individual with the ability to manage time and schedules effectively
- Positive thinker; energetic and enthusiastic; ability to deal effectively within a fast paced, dynamic environment
- Personal qualities of integrity, credibility, and a commitment to the mission of Child First
- Willingness to travel throughout Connecticut as needed
- Non-profit and electronic client records experience a plus

To Apply

- To submit an application, email a cover letter and curriculum vitae to: HR@childfirst.org
- Please include "Child First Administrative Specialist" in the email's subject heading.

Child First, Inc. is an equal opportunity employer.

